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20 November 1952

MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. A recommendation has been submitted to Procurement regarding an amendment to [redacted] language service contract.

b. Reconstruction of Wing C (Alcott) was completed on 17 November 1952. Reconstruction of second floor, R&S, was completed on 13 November 1952.

c. Offices and Staff, BOC, moved back to permanent quarters on second floor, R&S, from first floor, R&S, on 19 November.

d. A secure method has been arranged to permit personnel [redacted] to transact Credit Union business with the Credit Union through the Support Staff as intermediary.

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[redacted]
Administrative Officer, OTR

25 YEAR RE-REVIEW

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